

## ***Monthly Commissioner Meeting Minutes November 16,2020***

Meeting convened on November 16, 2020 at 19:03, via conference call as mandated due to Covid-19 concerns, by Lead Commissioner Chip Keen

**Commissioners Present:** Chip Keen, Tom Rosmond

**Officers Present:** Patt Bruce (Secretary), Scott Swagerty (Chief)

**Other Attendees:** None

### **Changes/Additions to Agenda:**

1. One item was added to New Business
2. One item was added to Chief's Reports

Minutes of the previous month's meeting were read and approved. Patt signed the original hard copy and will place it at the fire station for Commissioners Keen and Rosmond to sign in compliance with social distancing mandates.

### **Secretary's Report:**

1. The deadline for submitting the Certified Levy and Budget for 2021 has been moved up from 11/30/20 to 11/20/20.
2. The WA State Department of Labor & Industry has published Covid-19 prevention guidelines specifically for firefighters. A copy is posted on the information board at the station.

### **Financial Report:**

1. (5) Warrants totaling \$1554.84 were requested on the Claims Payment Request dated 11/16/20 as follows:
  - \$450.00 for monthly secretarial services
  - \$71.10 for monthly utility service
  - \$113.98 for cartridge governor for E6-1
  - \$212.56 for Active 911 subscription (Annual)
  - \$707.20 for 2019 SCBA flow tests (error in invoicing. They billed for repairs but neglected to bill for testing done in 2019)

Chip moved to approve the request and Tom seconded. The original hard copy will be placed at the fire station for Commissioners Keen and Rosmond to sign in compliance with social distancing mandates.

The district's financial statement for October was reviewed and approved by Commissioners Keen and Rosmond.

Chief Swagerty's time sheet covering the period 10/19/20-11/15/20 was approved. His Payroll Certification of 18.5 hours of work for a total gross pay of \$249.75 was signed by designee Patt Bruce and will be placed at the station for Commissioners Keen and Rosmond, to sign.

**Chief's Report:**

1. CCFD #6 volunteers will be participating in extrication training with CCFD#1 in Forks this upcoming week.

**Mechanic's Report:** None

**Other Reports:** None

**Old Business:**

1. The Application for Eligibility in the State of Washington Surplus Property Program remains a work in progress.

There have still been no meetings or talks with the City of Forks regarding the Quillayute Airport.

**New Business:**

1. The Budget for 2021 was completed and approved. Two hard copies will be placed at the station for Commissioners Keen and Rosmond to sign.
2. Resolution #2020.1 authorizing a 1% increase in the regular property tax levy from the previous year has been approved by Commissioners Keen and Rosmond and will be placed at the station with the other paperwork for Commissioners Keen and Rosmond to sign.
3. The Levy Certification has been completed and signed by secretary, Patricia Bruce.
4. Three Rivers Resort has renewed their parking arrangement with the department. They will maintain and extend the parking area on the NE side of the station's parking lot in exchange for permitted parking through 10/31/21.

**Announcements:** None

Meeting adjourned at 19:58

Read and approved on December 21, 2020 by:

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Commissioner, Chip Keen

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Commissioner, Scott Horton

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Commissioner, Tom Rosmond

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Secretary, Patricia Bruce